



SPECIAL EVENT APPLICATION INFORMATION

The City of Chilton offers many exceptional and entertaining special events through the year that helps to make an exciting and vibrant City. Special events enhance the lives of our citizens and attract visitors. The City is committed to supporting quality special events held throughout the community.

This informational sheet is to establish guidelines and procedures governed by the City of Chilton.

- a. "Special Event" means an event or occurrence organized by any individual or organization that will generate or invite public participation and/or spectators, for a particular and limited purpose and time.
- b. "Diverted Use" means to construct, erect or maintain in, on, over or under any street, right-of-way or other public place, any structure, equipment or to otherwise occupy in such a manner as to obstruct the public use of any public right-of-way or other public place within the City of Chilton limits, related to Special Events. County and State highway rights-of-way are excluded from the definition of "Diverted Use".

Policy

It is the policy of the City of Chilton and It is advantageous and beneficial to the community to have "Special Events" and to accommodate individuals and organizations that desire to utilize "Diverted Use" in conducting "Special Events". However, such events may generate temporary conditions that may adversely impact normal activities in the City. The City of Chilton deems it necessary to establish guidelines and procedures to conduct such Events.

Guidelines and Procedures

Any party who wishes to conduct a "Special Event" utilizing Diverted Use shall obtain a Diverted Use Special Event Permit Application from City Hall describing the proposed Event. The following items will need to be completed and returned to City Hall at 42 School Street, Chilton, WI at least sixty (60) days prior to the Event.

- Application
- Application Fee
- Map Diagram of Event
- DOT/State Highway Permits
- Calumet County Highway Department Permits
- State Security License
- Security Contract
- Fireworks Permit
- Alcohol License
- Proof of Liability Insurance

Firearms Information – Wisconsin residents have the right to carry a concealed weapon upon issuance of a state permit. City of Chilton prohibits firearms on certain City property, Municipal Ordinance 7.015. Therefore, if your event is being held at one or more of the City of Chilton buildings, facilities, or locations the facilities are permanently posted with "Firearms Prohibited" signage.

The City Administrator, Director of Public Works and Police Chief will review the Application for final approval. If all parties agree on approval of the Special Events Application, the Application will be given to the Common Council for final recommendation.

In making their decision on whether to approve the Application, one or more of the following criteria will be considered:

- Nature/Purpose of the "Special Event"
- Is the Event for Profit or Non-Profit?
- Date and Time of the Event
- Location of the Event
- Time period of the "Special Event" affecting the street right-of-way
- Estimated attendance for the Event
- Can the Event be held in another location within the City that does not affect the street right-of-way? (i.e. City Park)
- What type of structures or facilities will be located in the "Diverted Use" area?
- What effect will the "Diverted Use" have on the property owners within the closed area?
- Will the Event contribute to the promotion of tourism within the City?
- Will the Event unduly hinder the movement of police, fire, and other emergency vehicles?
- Will the Event have an adverse impact on the health, safety and general welfare of the public?

Special Event Request Denials:

The City of Chilton reserves the right to deny any special event request if the event is incompatible with the requested area, or conflicts with other scheduled or unscheduled park activities or if public safety concerns are not appropriately addressed.



For the City of Chilton OFFICE USE ONLY

Received: __/__/__

License Fee Rec'd: \$_____ Paid/Refunded Date: __/__/__

Receipt Number: _____

Sent Applicant Copy: __/__/__

SPECIAL EVENT APPLICATION FORM

\$25 APPLICATION FEE

NOTICE: Applications will not be accepted until complete, **INCLUDING ALL SUPPORTING DOCUMENTATION** or it will be returned to the applicant. Applying for your special event does not guarantee the application will be approved. Application must be signed by the Applicant and returned to City of Chilton City Hall 42 School St., Chilton, WI **sixty (60) days prior to the "Special Event"**.

SECTION 1 – APPLICANT INFORMATION (PERSON APPLYING TO HAVE SPECIAL EVENT/CONTACT PERSON)

Name: _____
(First) (Middle) (Last)

Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Relationship to Organization: _____

SECTION 2 – ORGANIZATION INFORMATION (INFORMATION ABOUT ORGANIZATION HAVING THE EVENT)

Organization's Name: _____

Nonprofit: Yes ☐ No ☐

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email/Website Address: _____

SECTION 3 – EVENT INFORMATION

Name of Event: _____

Location of Event: (Describe your event, purpose, activity, who can participate, whether the event has occurred before, etc.) **ATTACH A DETAILED MAP/DIAGRAM OF YOUR EVENT (Google Maps). ALSO, INDICATE THE DIRECTION OF THE ROUTE, if any, INCLUDING ALL TURNS AND THE NUMBER OF TRAFFIC LANES TO BE USED.** _____

Are sidewalks affected by the event? Yes ☐ No ☐

Date(s) of Event: _____

Rain Date(s) of Event: _____

Hours of Event: _____ Start Time: _____ AM ☐ PM ☐ End Time: _____ AM ☐ PM ☐

(Multiple Days) Start Time: _____ AM ☐ PM ☐ End Time: _____ AM ☐ PM ☐

Start Time: _____ AM ☐ PM ☐ End Time: _____ AM ☐ PM ☐

Set Up Date: _____ Set Up Time: _____ Tear Down Date: _____ Tear Down Time: _____

Applicant/Organization is responsible for the entire clean up of the "diverted use" areas.

City of Chilton DPW Cleaning Fee - \$40.00 PER HOUR/PER EMPLOYEE

Anticipated Attendance: _____

Vehicles: _____

Vendors: _____

SECTION 4 – RUN/WALK EVENTS

Is your event a Run/Walk? Yes ☐ No ☐ If no, continue to next section.

If yes, runners/walkers will be participating at their own risk. Participants must use sidewalks when available and must obey all traffic laws. **NOTE – USE OF SPRAY PAINT ON PAVEMENT IS NOT PERMITTED.**

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SECTION 5 – PARADES

Is your event a Parade? Yes ☐ No ☐ If no, continue to next section.

Have you applied for permits through: DOT/State Highway Department: Yes ☐ No ☐

Calumet County Highway Department: Yes ☐ No ☐

Name of barricade company: _____ Phone: _____

How many barricades will be provided? _____

How many cones will be provided? _____

Who is responsible for placement of barricades/cones and reopening the street? _____

Who is responsible for placement of barricades/cones and reopening the street? _____

SECTION 6 – SECURITY REQUIREMENTS

Will private security be needed for the event? Yes ☐ No ☐

****NOTE – Events that require a liquor license with 100+ people must provide and pay for their own security.**

If so, please provide the Security Company’s information for the event:

Company Name: _____ Security Contact: _____

Company Address: _____ Phone: _____

Provide copy of State Security License to the City of Chilton.
Provide signed security contract to the City of Chilton.
City of Chilton Police Security Fee - \$50.00 PER HOUR/PER EMPLOYEE

City of Chilton Police Security Fee - \$50.00 PER HOUR/PER EMPLOYEE

[illegible]

Special Events held in parks, in open spaces and on public roads may require portable restrooms. Guideline for the number of portable restrooms required is as follows (number of units required when no pumping service is provided. 50/50 Mix for Men and Women. One unit provides 200 uses):

[illegible]

SECTION 7 – TOILET FACILITIES CONTINUED

Name of toilet facilities company, along with location and number of units for your event:

Company Name: _____

Number of Units: _____

Location of Units: _____

SECTION 8 – CITY ORDINANCE EXEMPTIONS

Will alcoholic beverages be served/sold? Yes ☐ No ☐

Have you applied for a Temporary Class “B” License to serve alcohol? Yes ☐ No ☐ If not, contact City Clerk’s Office for “Temporary Class B License”.

Will there be drinking on public streets? Yes ☐ No ☐

****NOTE – Must make a request for City Ordinance Possession of Alcohol Beverages in Public Places Exemption (City Ordinance 7.06). Contact City Clerk at least 60 days prior to the event.**

****NOTE – Use of wristbands is required to identify people who are 21 and older (Wristbands are not provided by the City of Chilton). Contact the Chilton Police Department at (920) 849-4855 to review your plan to establish designated area for the consumption of the beverages.**

Will your event be having a band or amplified music? Yes ☐ No ☐

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes ☐ No ☐

If yes, what hours: _____

****NOTE – Must make a request for City Ordinance Loud Noise Exemption (City Ordinance 7.07). Contact City Clerk at least 60 days prior to the event.**

Will fireworks or pyrotechnic devices be used at the event? Yes ☐ No ☐

Fireworks Permit Obtained? Yes ☐ No ☐

****NOTE – Must make a request with the Fire Department. See next section “Applicant Responsibilities” for contact information.**

Will there be any animals present at the event? Yes ☐ No ☐ (Animals are not allowed in City Parks)

****NOTE – Must make a request for City Ordinance No Animal Permitted in Parks Exemption (City Ordinance 22.03(7)). Contact City Clerk at least 60 days prior to the event.**

SECTION 9 –APPLICANT RESPONSIBILITIES

THE APPLICANT IS RESPONSIBLE FOR CONTACTING ALL NECESSARY CITY DEPARTMENTS AND FOR OBTAINING ALL NECESSARY RESERVATIONS, PERMITS, LICENSE AND VARIANCES

CALUMET COUNTY HEALTH DEPARTMENT – (920) 849-1432

If food is being served or food trucks on premises? Yes ☐ No ☐

If yes, contact the above agency for permitting requirements and for safe food handling tips.

CITY CLERK’S OFFICE - (920) 849-2451 EXT. 305

Contact the above agency for Temporary Class “B” License in order to serve alcohol.

FIRE DEPARTMENT – (920) 849-2451 EXT. 310

If any fireworks or pyrotechnic devices are being used at the event, the Fire Department must be notified at the above listed number and a FIREWORKS PERMIT must be obtained from Department of Public Works Office.

Do you have a plan in place to deal with medical emergencies that may occur during the event? Yes ☐ No ☐

Fire Department personnel needed? Yes ☐ No ☐ Fire Department Personnel Fee \$25 PER HR/PER EMPLOYEE

First Responder personnel needed? Yes ☐ No ☐ First Responder Fee \$25 PER HR/PER EMPLOYEE

Fire Department Apparatus needed? Yes ☐ No ☐ Apparatus Fee \$250 PER HR/ONE HR. MINIMUM

Fire Department Ladder needed? Yes ☐ No ☐ Ladder Fee \$500 PER HR/ONE HR. MINIMUM

DEPARTMENT OF PUBLIC WORKS – (920) 849-2451 EXT. 301

Will your event be held in a City of Chilton park? Yes ☐ No ☐ If so, which one: _____

Have you reserved the park with City officials? Yes ☐ No ☐ If no, contact number listed above.

What park facilities will be needed (buildings, concession stand, ball diamonds, etc.): _____

Will clean up or street sweeping need to be completed by City of Chilton after event? Yes ☐ No ☐

City of Chilton Street Sweeper Fee - \$125.00 PER HOUR

Describe the placement of any structure(s) or facilities to be located in the diverted use areas: _____

To make arrangements to pick up the items yourselves, please contact Department of Public Works at (920) 849-2451 EXT. 311. All items must be picked up and returned weekdays between 7 a.m. and 2:30 p.m. It is unacceptable to drop off rental materials outside of return hours.

Picnic tables needed? Yes ☐ No ☐ Qty: _____ Garbage cans needed? Yes ☐ No ☐ Qty: _____

Will the City of Chilton need to provide any special electrical assistance or lighting? Yes ☐ No ☐

POLICE DEPARTMENT – (920) 849-4855

Do you require any special parking restrictions? Yes ☐ No ☐

If yes, what type of parking, when and where? _____

Parking on grassy areas of a park is not allowed without prior city approval. No heavy vehicles may be driven on grassy areas. Organization(s) will be responsible for the repair of any damaged ground, including, but not limited to vehicle rut repairs, damage to berms or turf. Damage repair will be billed on a cost recovery basis.

Do you need traffic control (Intersections)? Yes ☐ No ☐

City of Chilton Police Department Fee - \$50.00 PER HOUR/PER EMPLOYEE

Traffic Control/Intersection Plan given to Chilton Police Department.

Date of Traffic Control: _____ Start Time: _____ AM ☐ PM ☐ End Time: _____ AM ☐ PM ☐

Date of Traffic Control: _____ Start Time: _____ AM ☐ PM ☐ End Time: _____ AM ☐ PM ☐

SECTION 10 – INCLUDE SUPPORTING DOCUMENTATION

Map/Diagram of Event Yes ☐ No ☐

State Security License Yes ☐ No ☐

Signed Security Contract Yes ☐ No ☐

Alcohol License Yes ☐ No ☐

DOT/State Highway Permit Yes ☐ No ☐

Calumet County Highway Dept. Permit Yes ☐ No ☐

Fireworks Permit Yes ☐ No ☐

Insurance Certificate Yes ☐ No ☐

LEGAL NOTICE/DISCLAIMER

By signing below, I certify that I am at least 18 years of age and I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities, temporary beer/wine license, fireworks permit, and other necessary license and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

I, the applicant, on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of Chilton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the city. Furthermore, the organization also agrees to pay for city services, which are typically for Police, Fire, Department of Public Works, and Emergency Medical Services as the City can make a determination of costs in a timely manner following an “accepted” complete application. City services and fees will be based on the number you provide in your application, along with the types of activities in your event which may or may not expose your attendees to risk.

Signature of Applicant: _____

Date: _____

FOR OFFICE USE ONLY					
Representative	Approve	Deny	Date	Reason (If Denied)	
City Administrator					
Director of Public Works					
Fire Chief					
Police Chief					
City Council – Approval Ordinance Exemption					
License Issue Date:			License Number:		
Denial, date applicant was informed and provided a copy:					
FEES			Fee Schedule	Fees	Payment/Date
Application Fee \$25.00			\$25.00		<input type="checkbox"/> / /20
DPW Cleaning Fee (\$40 PER HR/PER EMPLOYEE)			\$40 X ___ EMPL X ___ HRS		<input type="checkbox"/> / /20
Police Security Fee (\$50 PER HR/PER EMPLOYEE)			\$50 X ___ EMPL X ___ HRS		<input type="checkbox"/> / /20
Fire Dept. Personnel Fee (\$25 PER HR/PER EMPLOYEE)			\$25 X ___ EMPL X ___ HRS		<input type="checkbox"/> / /20
First Responder Personnel Fee (\$25 PER HR/PER EMPLOYEE)			\$25 X ___ EMPL X ___ HRS		<input type="checkbox"/> / /20
Apparatus Fee (\$250 PER HR/ONE HOUR MINIMUM)			\$250 X ___ HRS		<input type="checkbox"/> / /20
Ladder Fee (\$500 PER HR/ONE HOUR MINIMUM)			\$500 X ___ HRS		<input type="checkbox"/> / /20
Street Sweeper (\$125 PER HR)			\$125 X ___ HRS		<input type="checkbox"/> / /20
Damage to Grounds/Grassy Areas					<input type="checkbox"/> / /20
Police Department Traffic Control (\$50 PER HR/PER EMPLOYEE)			\$50 X ___ EMPL X ___ HRS		<input type="checkbox"/> / /20
Total Costs					<input type="checkbox"/> / /20